



TULE RIVER ECONOMIC DEVELOPMENT CORPORATION

JOB POSTING

Opening Date: 09/21/2015 Closing Date: 10/05/2015

Position Title: Lead Store Clerk

Department: Eagle Feather Trading Post #2

Work Schedule: Varies/ Full-Time

Wage Rate: \$11.26/Hr./ Paid Bi-Weekly/ Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- Food Handlers Certificate
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit to:

Human Resources
Tule River Indian Tribe of CA
340 N. Reservation Rd.
Porterville, CA 93257
E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov



TULE RIVER ECONOMIC DEVELOPMENT CORPORATION

31071 Hwy 190 Porterville, CA 93257

JOB DESCRIPTION

POSITION: Lead Store Clerk

WORKSITE: Eagle Feather Trading Post #2
40103 Highway 33
Kettleman City, CA

GENERAL POSITION DESCRIPTION

The Lead Store Clerk assists the Store Manager and Assistant Store Manager in executing store operations during scheduled shifts. They will assist in employee scheduling to ensure adequate staffing levels and delegate tasks so that employees can create and maintain a consistently high level of customer satisfaction.

DUTIES AND RESPONSIBILITIES:

1. Deliver consistently high levels of customer service to all customers.
2. Act with integrity, honesty, and knowledge that promotes the values and mission of the company.
3. Maintain a calm demeanor during periods of high volume or unusual events to keep the store operating to our level of standards, and to set a positive example for employees.
4. Communicate information to the manager so that the team can respond as necessary.
5. Assist with new employee training by positively reinforcing successful performance and giving encouraging and respectful feedback as needed.
6. Processes customer transactions, operates register equipment, and meets front-end performance goals, while following all safety procedures
7. Maintains inventory or examines merchandise to identify items to be reordered or replenished
8. Receives, opens, and unpacks merchandise orders, checking invoice against items received
9. Stocks storage areas and displays with new or transferred merchandise;
10. Sets up advertising signs and displays merchandise on shelves, counters, or tables to attract customers and promote sales
11. Cleans display cases, shelves, tables, maintains work area
12. All other duties assigned

QUALIFICATIONS:

1. High school diploma or general education degree (GED) and/or a minimum of (1) year of Retail Management experience.
2. Two (2) years of high volume public contact experience or an equivalent combination of education and experience preferred.
3. Management experience highly preferred.
4. Must be 18 years of age or older.
5. Must be computer literate.
6. Must pass a pre-employment drug and alcohol screen.
7. Must clear a background check.
8. Must be professional, polite, and respectful towards all guests.
9. Must be able to handle extended hours when necessary.
10. Must be able to work weekend and holidays.
11. Excellent interpersonal skills with demonstrated patience, tact and respect.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to write clearly and concisely using correct grammar to record and report information.
2. Ability to communicate with persons of various social, economic, and cultural backgrounds.
3. Ability to influence others in a positive manner.
4. Ability to handle and maintain confidential information.
5. Excellent verbal and listening skills.

This position reports to: Assistant Store Manager/Store Manager

Salary: Pay Range 8: \$11.26-\$14.37/hr.
Paid Bi-Weekly/ Overtime Eligible

Benefits: Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K participation.

Hours: Full- Time/ Schedule varies depending on the needs of the store

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).